

**BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

**Wednesday, May 22, 2019 7:00 p.m.**

**53A Commerce Road, Unit 1**

**MINUTES**

1. **Convene Meeting** - Chair N. Malwitz convened the meeting at 7:00 p.m.

**WPCA:**

N. Malwitz, Chair  
L. Trojanowski-Marconi, Vice Chair  
L. Donovan  
M. Delvalle  
M. Brown

**Others:**

R. Prinz, Maintenance Manager  
D. Will, Inspector  
J. Sienkiewicz, Attorney  
J. Siclari, Director  
M. Ongaro, Collector  
A. Kennedy, Recording Secretary

2. **Approval of Minutes** - 4/24/19-L. Trojanowski-Marconi made a motion to approve the minutes from 4/24/19. L. Donovan seconded the motion and it carried unanimously.

3. **Correspondence**

- a. Letter from Ms. J. Graffeo, 12 Old Grays Bridge Rd. dated 5/21/19 - Chair N. Malwitz summarized the correspondence for the record and asked Attorney J. Sienkiewicz to address her concerns.
- b. Phone Call with R. Saluga - R. Saluga emailed M. Ongaro and she called him to discuss his concerns. Chair N. Malwitz asked Attorney J. Sienkiewicz to write a letter to Mr. Saluga regarding his complaint.

4. **New Business**

- a. 58 Old Gray's Bridge Road - Request for 2-Year Permit Extension-Attorney J. Sienkiewicz discussed whether this permit would need to be transferred to the new owner of the property. He suggested tabling this item to look into who this permit was issued to originally, and if the permit needs to be transferred.

5. **Old Business**

- a. 14 Candlewood Lake Road - Application for Sewer Use/Connection Permit-Chair N. Malwitz said he just received an approval letter from Langan for 14 Candlewood Lake Road, and he read the letter for the record. The Commission discussed the applicant's request for a grease trap waiver and agreed that the applicant should be required to install a grease trap. **M. Brown made a motion to deny the application for Raymour & Flanigan, 14 Candlewood Lake Road for a Sewer Use/Connection Permit for a proposed bank for the reason that the application does not conform to the sewer regulations due to lack of grease trap. M. Delvalle seconded the motion and it carried unanimously.**

6. **Accountant Report**

- a. Monthly Financials. The April packet was submitted. No verbal report.
- b. Budget Review - Chair N. Malwitz said the Selectmen had no comments on the budget submitted. He said there will be a few modifications to the budget, including the numbers for the new employee and final capital items with more up to date information. Chair N. Malwitz asked J. Siclari to organize a meeting with M. Allred, K. McPadden and himself, to finalize the budget to be sent out for Commission review prior to the next meeting.

## 7. Engineer Comments/Project Update

- a. Commerce Road Force Main Discharge Manhole - See Roger's report below
- b. Federal Road Projects
  - Old New Milford/Federal Rd Force Main Backup - See Roger's report below
  - Lower Federal Road - See Roger's report below
  - Caldor Force Main Repair Project - See Roger's report below
  - North Federal Rd. Valve Pit - See Roger's report below
- c. Flow Meters Cedarbrook & Stony Hill Stations - See Roger's report below
- d. Route 133 Station Improvements - See Roger's report below
- e. Other Engineering Matters- Chair N. Malwitz said a meeting at Langan is scheduled on June 6 to discuss Route 133 pump station options and the alternatives for dealing with the Caldor Force Main Repair Project. A review was also requested to have the flow model updated.

## 8. Employee Activity Reports (John, Roger, Dave Mary)

**Roger:** R. Prinz discussed the status of the FY19 projects, noting the target completion for the Commerce Drive Force Main is June 30, 2019. He also discussed the flow meters for Cedarbrook and Stony Hill, valve pit upgrades for Federal Road, and Old New Milford Road force main extension. He discussed the Rollingwood Sewer Extension and said the project is expected to close May 30. He said the 133 Pump Station upgrade is turning out to be more challenging and expensive, and suggested putting this on hold until the facility study is done. He discussed the Dean Road Sewer Extension and Candlewood Shores. He said the new maintenance position employee has been hired and will start June 3. The flagpole is moved to the Operations Center. He said they are still providing temporary power to 401 Federal Road (Hawley Construction project) and would like to send a letter requesting they need a different plan for power other than continuing to get power from WPCA. He said they fixed road drainage issues at Cedarbrook Station and storm debris and aesthetic improvements were done at Brooks Quarry Station.

**John:** J. Siclari distributed his report and summarized it for the Authority. He noted the Danbury Plant Upgrade charge was reduced from \$44 to \$34. The Authority discussed the details involved with this matter including costs, bids, grants and timelines. J. Siclari discussed the IT service contract he decided to go with, and the service contract with Cintas Uniform Service. He also discussed the new full-time employee and his qualifications. He discussed Verizon's Response Ready service and said he is looking into getting this service for the WPCA. He noted the report on 53 Commerce Road on the back of his report and said the projects are almost complete.

**Dave:** D. Will said grease traps inspections are slow but coming along. He asked if anyone knew what was going on with the Four Corners. J. Siclari said the Town is negotiating with the developer. D. Will said they are up to date with surveys and construction has begun at 14 Candlewood Lake Road. He gave details and updates of other field service locations in town.

**Mary:** M. Ongaro said the billing is coming along and she has been involved with the sewer use and sewer assessment bills that go out June 1. She said she got a good head start with Bob from Quality Data. She explained the reduction in plant charge and how that affected her billing work. She worked with Invoice Cloud on the pay by phone option. She discussed the possible billing issues regarding the new office address. She should have the bills out to Town Hall by 2:30 p.m. on Friday and has already had payments coming in online.

## 9. Legal Matters

- a. Permanent Maintenance Agreement Updates-
  - Stony Hill Condo- Attorney J. Sienkiewicz said he sent them an amendment to their maintenance agreement using the new formulas and it reduces their payment. They signed the amendment and sent it back. **L. Trojanowski-Marconi made a motion to authorize the Chairman to sign the amendment to the Stony Hill permanent**

**maintenance agreement and easement. L. Donovan seconded the motion and it carried unanimously.**

- Oak Meadows- Attorney J. Sienkiewicz said he sent them an amendment to their maintenance agreement using the new formulas and it reduces their payment. They signed the amendment and sent it back. **L. Trojanowski-Marconi made a motion to authorize the Chairman to sign the 2<sup>nd</sup> amendment to the permanent sewer maintenance agreement and easement for the Oak Meadows Re-Subdivision Affordable Housing Development. L. Donovan seconded the motion and it carried unanimously.**
- b. Other Legal Matters-Attorney J. Sienkiewicz said he sent out a permanent maintenance agreement for Riverview. He also sent out an agreement for Newbury Village to Frank Ferraro, who is the Vice President. Chair N. Malwitz said there is a new Vice President, and Attorney J. Sienkiewicz said he will make sure it gets to the right person. Attorney J. Sienkiewicz discussed issues he's having with the agreement for Laurel Hill. He also noted a memo received from Glen Santoro regarding Danbury funding.

**10. Other WPCA Business**

- a. Water Pollution Facilities Plan Update - Chair N. Malwitz gave an update on the status.
- b. Candlewood Lake Area Sewer Study Update - Chair N. Malwitz gave an update on the status. The state combined these two grants into one. He said today the grants paperwork came back and he will need a few Authority members to help sign documents. The State wants the Town to establish a vendor direct deposit account so all the Clean Water Funds will go directly to that account.
- c. Dean/Pocono Roads Section 319 Grant and LISFF Grant Update - Chair N. Malwitz gave an update on the status. A grant decision is not expected until sometime in September.
- d. Other WPCA Matters - None

**11. Vouchers-L. Trojanowski-Marconi made a motion to accept the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.**

**12. Adjournment- L. Trojanowski-Marconi made a motion to adjourn at 8:32 p.m. L. Donovan seconded the motion and it carried unanimously.**

**\*\*\* Next meeting June 26, 2019 \*\*\***